

***Cottonwood Heights***  
***Job Description***



Title:	Economic Development Intern	Code:
Division:	Administration	Effective Date:
Department:	Community and Economic Development	Last Revised:

**GENERAL PURPOSE**

Assists in recruitment, retention and expansion of businesses and organizations within Cottonwood Heights. Performs a variety of administration and clerical duties as needed.

**SUPERVISION RECEIVED**

Works under the general supervision of the Community and Economic Development Director

**SUPERVISION EXERCISED**

None

**ESSENTIAL FUNCTIONS**

The intern will assist the Economic Development Director with:

- Assists in City-wide business outreach and education programs
- Assist in preparation of brochures, reports and other written and electronic information, including working with other agencies and consultants for the development and design of specific marketing and outreach products for recruitment purposes
- Responds to inquiries regarding development and redevelopment projects by providing appropriate information
- Assist department with business development and research projects
- Gather data on businesses and target industries in Cottonwood Heights and area
- Work on entrepreneurship & information services in maintaining database of target businesses and industries
- Prepare reports on businesses and target industries and maintain list of new and existing companies announcing new job numbers, job growth, initiatives, announcements
- Coordinates business visitations with appropriate personnel as a tool to provide outreach for new and existing businesses on specific needs
- Assist with development of Economic Development Website design and implementation Updates Economic Development portion of web site
- Handles various administrative activities as assigned by the Director
- Attends various community events during and after work hours
- Provide assistance with special projects as assigned

**OTHER DUTIES**

- May perform front desk duties such as answering phones and assisting incoming traffic when needed

**MINIMUM QUALIFICATIONS**

Bachelor's Degree or currently enrolled in college. A currently enrolled graduate student preferred. Interns must possess a skill set in core business in core business tactics including effective communication (verbal and written), work well in a team setting as well as individually, and be a motivated self- starter.

In addition, the City is looking for an intern who is professional, possesses a strong desire to learn, and is entrepreneurial minded. Preference will be given to those students enrolled in Economics, Business Administration, Geography, or Mathematics focused degree programs, but these majors are not a requirement in order to apply. The intern should be able to balance administrative and clerical responsibilities with independent project management.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Qualifications, Experience and Personal Attributes**

- Able to effectively use MS Office and Adobe Creative Suites products
- Organized, detail-oriented, and dependable
- Able to adjust to changing priorities and deadlines
- Online research
- Professional and positive attitude

#### SPECIAL QUALIFICATIONS

Current Utah driver's license

#### Hours

Negotiable, 19 maximum per week; mutually agreeable hours and schedule (including starting and ending dates) to be determined by intern and Department Director